

# Manual Load CRIS Updates Delaware Solid Waste Authority (DSWA) and Delaware State Education Association (DSEA)

- The DSWA Emplid Field will only display for DSWA Department ID 44440044

**HR Transactions Form**

State of Delaware - HR Transaction Form

\*Dept ID  Solid Waste Authority

\*SSN

\*Effective Date  \*Action  \*Reason

OK

**Employee Information**

Number of Payments 26

\*First Name  MI  \*Last Name

\*Address 1  Address 2

\*City  \*State  \*Postal

\*Gender  \*Date of Birth

\*Mar Status  \*Mar Dt

\*Annual Salary  \*Plan  \*DSWA Emplid

Phone Information Personalize | Find | First 1 of 1 Last

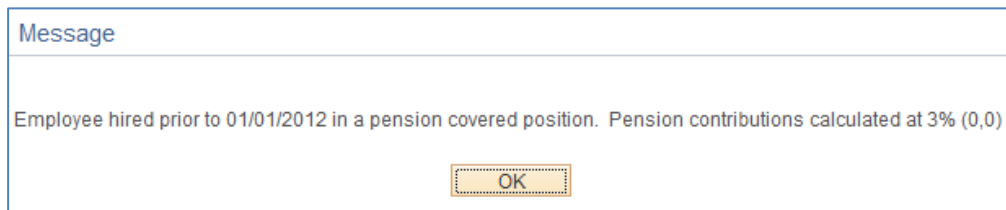
*Phone Type	*Telephone	Preferred
<input type="text" value="FAX"/>	<input type="text" value="302/281-2184"/>	<input checked="" type="checkbox"/>

Assign Beneficiaries

Print Employee Actuarial Form

When entering a new hire, the system will check to see if the SSN already exists. If so, the system will automatically change to **Action = REH** and **Reason = REH. Verify DSWA Employee ID, correct/change if necessary** "ULXXXXX".

- On the HR Transactions Form, the system auto populates the Plan code in the Employee Information section based on date of hire, and will assign the appropriate plan based on the original hire date.
  - If hired prior to 1/1/12, the system will assign Plan code A001 and display message – “Employee hired prior to 01/01/2012 in a pension covered position. Pension contributions calculated at 3%”.



- If hired on or after 1/1/12, the system will assign Plan code A002 (Pension contributions calculated at 5%)

- Added Reason Codes for Empl Rcd 100 (DeptIDs 8800 - DSEA & 4444 - DSWA)

- **Action: Paid LOA (PLA)**

Added Reason Codes:

LTD - Long-Term Disability

SAB - Sabbatical Leave

SDP - Short Term Disability Pending

STD - Short-Term Disability

Look Up Reason Help

Action: PLA

Reason Code: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Reason Code	Description
DPP	Disability Pension Pending
LTD	Long-Term Disability
MIL	Military Leave
OTH	Other
SAB	Sabbatical Leave
SDP	Short Term Disability Pending
STD	Short-Term Disability
WKC	Worker's Compensation

- **Action: Unpaid LOA (LOA)**

Added Reason Codes:

MAT - Maternity/Paternity

PER - Personal Reasons

SAB - Sabbatical Leave

SDP - Short Term Disability Pending

Look Up Reason Help

Action: LOA

Reason Code: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Reason Code	Description
MAT	Maternity/Paternity
MED	Medical Reasons
MIL	Military Service
OTH	Other
PER	Personal Reasons
SAB	Sabbatical Leave
SDP	Short Term Disability Pending
WKC	Worker's Compensation

- Demographic Updates - If the End User enters the **Action = DEM** and **Reason = UPD**, the system will determine if a SSN exists with Emplid and Empl record. If not, an error message will display:

The screenshot shows the 'HR Transactions Form' for the 'State of Delaware - HR Transaction Form'. The form fields are: \*Dept ID (444400444), Solid Waste Authority; \*SSN (redacted); \*Effective Date (10/01/2015); \*Action (DEM); \*Reason (UPD). An 'OK' button is visible below the form. A message box displays the following text: 'Message', 'Prior Employment Record not found, please verify SSN.', and 'The PeopleCode program executed an Error statement, which has produced this message.' with an 'OK' button.

- Demographic Updates - Can only be entered for employees **active** in the Department (must be hired into the department first).

The screenshot shows the 'HR Transactions Form' for the 'State of Delaware - HR Transaction Form'. The form fields are: \*Dept ID (444400444), Solid Waste Authority; \*SSN (redacted); \*Effective Date (10/01/2015); \*Action (DEM); \*Reason (UPD). An 'OK' button is visible below the form. A message box displays the following text: 'Message', 'Cannot perform Update – Employee is not in this department', and 'The PeopleCode program executed an Error statement, which has produced this message.' with an 'OK' button.

- **NEW ENHANCEMENT – An “Update Employee Info” button has been added.**

If you notice you entered data incorrectly after you click the “Print Employee Actuarial Form” button, click the “Update Employee Info” button to correct the data then click the Print Employee Actuarial Form button again.

HR Transactions Form

State of Delaware - HR Transaction Form

\*Dept ID: 880000000 Del. State Education Assoc

\*SSN: 877-67-5995

\*Effective Date: 09/01/2015 \*Action: HIR \*Reason: NEW

OK

Employee Information

Number of Payments: 24

\*First Name: Test MI: A \*Last Name: User

\*Address 1: 568 Harvest Lane Address 2:

\*City: Milford \*State: DE \*Postal: 19963

\*Gender: Female \*Date of Birth: 07/02/1963

\*Mar Status: Single

\*Annual Salary: 45000.000 \*Plan: A002

Phone Information: Personalize | Find | First 1 of 1 Last

*Phone Type	*Telephone	Preferred		
Mobile	302/422-6152	<input checked="" type="checkbox"/>	+	-

Assign Beneficiaries

**Update Employee Info**

- Print the actuarial form to reflect the update, then click the Submit to Office of Pensions button.

Form No. P-1 (10/12)  
 Email: pensionoffice@state.de.us  
 www.delawarepensions.com  
 Toll Free Number  
 Outside State of Delaware  
 1 - 800 - 722 - 7300



Office of Pensions  
 McArdle Building  
 860 Silver Lake Blvd., Suite #1  
 Dover, Delaware 19904-2402  
 Telephone: (302) 739 - 4208

STATE OF DELAWARE  
**MEMBER ACTUARIAL INFORMATION**

To be completed by Member

**PERSONAL DATA:**

User (Last Name):	Test	A	(M.I.)	(Maiden Name)	Soc. Sec. No.:	877-67-5995
Address:	568 Forest Lane	Milford	DE	19963	Telephone No.:	302/422-6152
	(Address)	(City)	(ST)	(Zip Code)		
Date of Birth:	07/02/1963	Gender:	Female		Marital Status:	Single
	(Month / Day / Year)					
Organization:	Del. State Education Assoc				Department ID:	880000000
Pension Plan:	A002					
Effective Date of Hire with Present Organization:	09/01/2015				Current Annual Salary:	\$45,000.00

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\*SSN: 877-67-5995

\*Effective Date: 09/01/2015 \*Action: HIR \*Reason: NEW

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\*First Name: Test MI: A \*Last Name: User

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\*Mar Status: Single

\*Annual Salary: 45000.000 \*Plan: A002

Phone Information: Personalize | Find | First 1 of 1 Last

*Phone Type	*Telephone	Preferred
Mobile	302/422-6152	<input checked="" type="checkbox"/>

Assign Beneficiaries

Update Employee Info

Print Employee Actuarial Form

Submit to Office of Pensions

➤ A Department cannot perform updates on an employee that has termed from their Department.

- **Actions:**

- DEM Demographic Update
- LOA Unpaid Leave of Absence
- PLA Paid Leave of Absence
- LOF Layoff
- RFL Return from Leave
- SUS Suspension

Message

Cannot perform Update – Employee is termed

The PeopleCode program executed an Error statement, which has produced this message.

OK